

SRTS APPLICATION GUIDE

INDIANA DEPARTMENT OF TRANSPORTATION SAFE ROUTES TO SCHOOL (SRTS) PROGRAM

INSTRUCTIONS AND EXAMPLES FOR SRTS GRANT APPLICATIONS

Introduction:

The Indiana Department of Transportation (INDOT) is launching a new program entitled Safe Routes to School, or SRTS for short. The initiative is aimed at making bicycling and walking to school safe and routine. Federal funds will help make it possible to create an environment where school children in the 8th grade or younger can get to school like their grandparents did. Americans are realizing that traffic congestion, fuel consumption and air pollution near our schools, coupled with growing health and obesity concerns, make walking and biking to school a low-cost, attractive alternative.

School principals, school district officials, private school officials, local transportation officials and not-for-profit organizations are encouraged to work together to apply for grants under the SRTS program. Grants may be for infrastructure projects that improve the “built environment”, or non-infrastructure programs that educate children, school officials and parents, encourage bicycling or walking to school or enforce safety for children on their daily commute to and from school.

INDOT will administer the program. Funds will only be available on a reimbursement basis for **approved projects or activities**. All applications received by INDOT will be reviewed and evaluated by a selection committee consisting of representatives from INDOT, the Federal Highway Administration (FHWA), the Indiana Department of Education (IDOE), the Indiana Department of Health, and a representative from one of Indiana’s Metropolitan Planning Organizations (MPO’s). Recommendations from the selection committee will go to the INDOT Commissioner. Applicants will be informed of which projects are selected and the list of approved projects will be posted by September 30, 2006 on INDOT’s web site:
<http://www.state.in.us/dot/div/programs/saferoutes/>.

To find out more about the national Safe Routes to School Program go to:
<http://safety.fhwa.dot.gov/saferoutes/>. Please contact Michael O’Loughlin at INDOT at moloughlin@indot.in.gov to find out more about the Indiana Safe Routes to School Program.

Please note that this guide will continue to evolve as clarifications and additions are included. Note the edition date at the top of SRTS Guide to make sure you are using the latest version.

SECTION 1 - General Information

- Official application deadline is 3:00pm June 23, 2006...FIRM. A June 23rd postmark is acceptable.
- All applications shall be typed and 20 pages or less, including all attachments.
- Be succinct and direct in answering all questions. Vague and wordy responses may cause a lower relative value to be placed on the grant application.
- Applications should conform to an 8 ½ x 11 inch format; however, maps may be 11 inches x 17 inches.
- Do not attach front or back covers to the application. A cover letter should accompany an application.
- Please provide 5 hard copies of each application, including the attachments.
- Each construction (infrastructure improvement) project or (non-infrastructure) activity shall be submitted as a separate application.
- Remember to save a copy of your application, including the completed signature page, for your own use. You are reminded that you CANNOT save your completed application in the PDF format in Adobe Reader.
- Applications should be submitted to: Indiana Department of Transportation
Division of Planning, Office of Safety & Mobility
IGCN Room 958
100 N. Senate Avenue
Indianapolis, IN 46204

SECTION 1A - Infrastructure Project Cost Estimate

Cost estimates shall be as accurate as possible. The cost estimate reported in Section 1A will establish the funding limit for all approved grants.

SECTION 1B – Non-Infrastructure Activity Cost Estimate

Cost estimates shall be as accurate as possible. The cost estimate reported in Section 1A will establish the funding limit for all approved grants.

SECTION 2 - Application Signature(s)

Proposed infrastructure projects that would be located entirely on school grounds require only the endorsement of the school officials. If multiple private and public schools serving grades K-8 are intended to benefit from proposed improvements, the appropriate school district needs to endorse the application.

Proposed infrastructure projects located partly or entirely off of school grounds also require the endorsement of the relevant town, city or county officials. Schools that serve grades 9 – 12 are considered secondary beneficiaries and are not required to endorse the application.

In addition, within Indiana's 14 urbanized areas (where the population is at least 50,000) the director of the responsible metropolitan planning organization (MPO) must endorse SRTS applications for non-infrastructure or infrastructure projects. Is your school(s) located in an area with an MPO? YES NO For a list of Indiana MPOs go to: <http://www.in.gov/dot/div/programs/saferoutes/mpo-contacts.pdf>.

Infrastructure projects that propose construction along a State (SR), U.S. or Interstate Highway must have the endorsement of the appropriate INDOT District Planning Director. A map of INDOT's Highway Districts is available on our web site: <http://www.state.in.us/dot/div/traffic/districts/index.html> .

SRTS project applicants may have one or more partners to assist in the successful completion of the project. For example a local YMCA or fire station may partner with a school or school district to hold a bike rodeo to encourage safe bike riding practices. Partners may be non-profit organizations or other government agencies. The grant applicant is responsible for the accuracy of any cost estimates by partner organizations that are submitted as part of the SRTS application.

For-profit businesses that intend to bill for services under the grant are considered vendors and may not be listed as partners. For-profit businesses are not eligible applicants for SRTS funds.

SECTION 3 – DETAILED DESCRIPTION AND CONSTRUCTION COSTS

Successful applicants will be required to document compliance of proposed infrastructure improvement projects with INDOT design standards and specifications. The AASHTO Guide for the Development of Bicycle Facilities and the AASHTO Guide for the Planning, Design and Operation of Pedestrian Facilities are recommended sources of relevant design information.

Infrastructure Project Detailed Description and Cost:

Identify the category (or categories) that contain the work elements included in your proposed project. Provide estimated costs associated with the specific work categories. Add all costs shown above and include at the end of Section 3. This amount should match the "Construction" line item cost estimate shown in Section 1, Line 4. If the amounts do not match, explain the discrepancy in Section 3. Below is a list of work categories and the typical work items contained within each category.

Sidewalk Improvements

This work category includes new sidewalks, widened sidewalks, sidewalk gap closures, significant sidewalk repairs, curb ramps, and curb and gutter if associated with sidewalk improvements serving elementary or middle schools.

Pedestrian/Bicycle Crossing Improvements

This work category includes new or upgraded traffic signals for bicyclists or pedestrians, crosswalks, median refuges, pavement markings, traffic signs, pedestrian and/or bicycle overpasses or underpasses, flashing beacons, traffic signal phasing extensions, bicycle-sensitive signal actuation devices, pedestrian activated signal upgrades and sight distance improvements that enhance the safety of children biking or walking to school.

On-Street Bicycle Facilities

This work category features new or upgraded bike lanes, widened outside lanes and/or roadway shoulders and bike route designations that benefit bicyclists traveling to and from school. Geometric improvements, turning lanes, channelization, roadway realignment, traffic signs and pavement markings would also be eligible if clearly intended to improve bicycle travel to and from schools serving K-8th grades.

Traffic Diversion Improvements

This work category is intended to improve the safety of pedestrians and bicycles by removing or reducing motor vehicle traffic adjacent to school facilities, school zones or designated routes to school.

Off-Street Bicycle/Pedestrian Facilities

This work category includes multi-use trails or paths that serve bicyclists and pedestrians traveling to and from schools.

Traffic Calming Measures for Off-System Roads

This work category features measures that clearly benefit walking and bicycling to schools, such as curb extensions to reduce curb-to-curb crossing distances, roadway median pedestrian refuges, full and half-street closures, speed humps or speed tables and other speed reduction techniques.

NOTE: Sections 4-10 should be completed to the greatest extent possible if they apply to your proposed SRTS activity or project.

SECTION 4 – IDENTIFICATION OF CURRENT AND PROPOSED WALKING AND BICYCLING ROUTES TO SCHOOL

Maps should show the location of "target" school or schools. Please differentiate between existing and proposed routes, and label all streets relevant to walking and/or bicycling routes in your application.

SECTION 5 – IDENTIFICATION AND DEMONSTRATION OF NEEDS AND SAFETY HAZARDS

The intent of Section 5 is to establish current safety concerns. Also, this section may establish the basis for future environmental documentation required of an infrastructure improvement project.

Document safety hazards within the project area as much as possible with quantitative data. Annual average daily traffic (AADT) data should be provided, if available, for sections of roads recommended for improvements. This information can often be obtained from the agency responsible for maintaining the road. Crash data may be available from law enforcement agencies.

SECTION 6 – POTENTIAL FOR PROPOSED ACTIVITIES OR PROJECTS TO CORRECT OR IMPROVE THE PROBLEM

The answers to these questions will help the SRTS committee to gauge the overall value of the proposed project or activity.

SECTION 7 – POTENTIAL FOR ENCOURAGING INCREASED WALKING AND BICYCLING AMONG STUDENTS

While completing this section, please indicate any existing local or regional plans that provide support for specific bicycling or pedestrian routes. Typical sources include locally adopted comprehensive plans, thoroughfare plans, park and recreation plans, and other relevant documents.

SECTION 8 – SUPPORT FOR THE PROJECT BY THE COMMUNITY AND INTERESTED PARTIES

Attach no more than one letter of support from an organization. Such letters should be addressed to the jurisdiction where the proposed project is located (not INDOT) and included as attachments with the application. Letters received after submittal of the application will not be accepted. Total length of the application cannot exceed 20 pages, so the value of any support letters needs to be carefully weighed.

If other work directly associated with your Safe Routes to School proposed project is being implemented by another source, such as an extension to another elementary or middle school or a connecting link to a significant community location (recreation complex, library, major retail center, regional park, university), it may amplify the value to your project and, therefore, merit documentation in this section.

Do not submit individual survey or petition forms. Summaries of such surveys or petitions are acceptable.

SECTION 9 – COORDINATION WITH A COMPREHENSIVE TRAFFIC SAFETY PLAN

In this section, if your community has a comprehensive “Traffic Safety Plan”, document whether the proposed Safe Routes to School activity or infrastructure project stems from that plan. Through a broad based coordinated effort, a “comprehensive traffic safety plan” identifies specific traffic-related safety actions, problems and locations in a community. Those locations could be near to private or public schools and the actions could consist of education, enforcement or encouragement activities targeting elementary or middle schools.

SECTION 10 - COORDINATION WITH OTHER ACTIVITIES

Activities, programs and developments that relate to or support your Safe Routes to School proposal should be reported in this section. Typical related activities might be a downtown redevelopment project that caters to pedestrians, a community program aimed at increasing physical activity and personal health. Applicants could also document a residential development that incorporates facilities for bicycling and walking, including bicycling and walking to area schools, or a park and recreation plan that also encourages walking and bicycling in the community.